

# Agency Countdown Checklist

Agency: \_\_\_\_\_



Steps on the Road to VITA	Agency	VITA	Approximate Timeframe (Small Agencies)
Agency designates AITR who will remain with the agency	X		Immediately
Agency and VITA agree on transfers - personnel	X	X	July 2003
Agency Head, AITR and Transition Team representative meet to review transition process and Countdown Checklist	X	X	July 2003
VITA conducts technical assessment to understand current technology infrastructure	X	X	July 2003
VITA presents initial Service Plan and remediation plans (if applicable)		X	30 – 45 Days Out
Agency and VITA agree on baseline performance metrics	X	X	20 – 40 Days Out
Agency certifies Due Diligence data “just in time” for personnel discussions/ transition	X		20 – 40 Days Out
Agency and VITA sign Memorandum of Agreement (MOA) including official date of transfer/transition	X	X	20 – 40 Days Out
VITA implements Service Plan with Agency’s assistance.	X	X	30 Days Out
On-boarding process for VITA-bound employees (benefits, DPB notification, etc.)	X	X	10 Days Out
Transition Day – the official date of transfer of people, services, contracts. Both Agency and VITA begin new operations.	X	X	0 Days Out
VITA and Agency conduct quarterly review of performance metrics for validity. (More frequent reviews can be conducted as needed.)	X	X	Every 90 Days
VITA and Agency conduct annual performance review and survey. Performance metrics are solidified.	X	X	Annually

Throughout the Journey	Agency	VITA
Communicate with employees frequently.	X	X
Assess change management needs and seek assistance from DHRM as appropriate	X	